

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF  
COMMODITIES AND SERVICES FROM THE HANDICAPPED**

**P.O. Box 745  
Institute, WV 25112**

**Minutes**

**November 14, 2001**

**F.Ray Power Building, Small Conference Room  
West Virginia Rehabilitation Center  
Institute, West Virginia**

**ATTENDANCE:** Lee Dixon, Ken Kennedy, Linda Maniak, Dennis Miller, Curt Curtis, Steve King, Chris Miller, and Craig Greening. Larry Rogers, Guest, WATCH, Inc. Absent from the meeting was Donna Prunty.

**APPROVAL OF MINUTES:** Jack McComas moved to approve the minutes. Linda Maniak seconded the motion. **The motion was approved.**

**FINANCIAL REPORT:** Ken Kennedy gave the financial report, which reflected a balance of \$3,544.90. It was questioned whether this amount would effectively serve the Committee given the State Use Annual Report cost, increase in mileage rate to \$.365, and Governor's 3% budget reduction. Ken and Craig will review in more detail and make recommendations at the next meeting.

**REPORT OF CHAIRMAN:** No Report

**REPORT OF EXECUTIVE SECRETARY:** Curt Curtis reported:

1. An Intra-agency transaction process involving a new purchasing card program. The bid opening will be November 28, 2001.
2. Agencies must do a cost/financial analysis for new contracts or adjustments to contracts based on Consumer Price Index or some other index. He didn't foresee an impact on the State Use Committee.
3. Vendors can check their contracts on the internet by reviewing the Purchasing Division's web page on "Weekly Status Report" on Mondays after 12:00 noon. He indicated he would send WVARF a copy weekly and they could then send it to the State Use vendors.

**REPORT OF WVARF EXECUTIVE DIRECTOR:** Steve King:

- a. Shared with members a copy of a memorandum sent by Greg Burton to Cabinet Secretaries and Bureau Commissioners regarding "Use of Commodities and Services from the Handicapped" dated October 31, 2001. A copy of the

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memorandum will also be sent to property-leasing agents in various divisions/agencies prior to building owners renewing their leases.

- b. Described his communications with Brad Keller, Office of the Governor regarding the securing of a letter of support from the Governor for the West Virginia State Use Program. It was learned that the Governor's attorneys did not feel comfortable with producing such a letter. It may be considered next year.
- c. Reported that the lawsuit involving Goodwill Industries of Kanawha Valley and a librarian who had worked for them at the West Virginia Rehabilitation Center had been dropped.

## OLD BUSINESS

- a. The WVARF Legislative Breakfast will be on January 22, 2002 at 8:00 a.m. in the Capitol Cafeteria.
- b. The gross revenues from WVARF contracts to-date were approximately \$8,961,898
- c. Aged Receivables 61 days and over were 13.74% or \$150,984. It was reported that the numbers are similar to last year. This time period each year is always the worst due to contract processing procedures. Chief cause for the Bureau of Employment Programs late payments was their computer system being hit by a virus. Other agencies that have been contacted and are working on their payments are the Division of Rehabilitation Services, Science and Culture Center and Department of Environmental Protection.
- d. P-Card Transaction Impact: It was reported that the VISA fee amount annualized out-of-pocket cost to WVARF would be approximately \$8,725. Consideration is being given by WVARF to raise fee on contracts to 4% in order to absorb P-card cost in order to keep level.
- e. Annual Report Data Update:
  - f. Gross Revenues \$10,000,063
  - g. Persons employed 995
  - h. Wages Paid 4.6 million dollars
- i. Mountaineer Challenge Academy: The contract was renewed by extension by the adjutant general. The contract may be bid out thus losing \$350,000.
- j. Full Service Leasing: It was noted there are 484 such contracts with 167 due to expire in 2001. One hundred of the contracts are large enough that WVARF should figure out how to contract.
- k. WVARF State Government Award: Committee member Donna Prunty was recognized before the Committee for receiving the **WVARF State Government Award** at the October WVARF

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**Stephen R. King**, Executive Director, West Virginia Association of Rehabilitation Facilities

Annual Meeting in Clarksburg.

## NEW BUSINESS

- a. Larry Rogers attended the meeting representing WATCH, Inc/Russell Nesbitt who has three State Use Contracts in the Wheeling area. He indicated his appreciation to the Committee for the opportunity to provide work for individuals with disability through the program.
  - b. Contract Complaints: Three complaints were discussed including: Berkeley County (Eastern Panhandle Training Center), DD Council (Goodwill of Kanawha Valley), Beckley State Office Building (Raleigh County Sheltered Workshop), and Potomac State College). Craig Greening visited or called the provider and facilitated corrective actions to address the complaints.
  - c. Meeting Schedule:
    - d. January 23, 2001
    - e. February 20, 2002
    - f. March 13, 2002
    - g. April 24, 2002
    - h. May 29, 2002
    - i. June 19, 2002
    - j. July – NO MEETING
  - k. Contract Presentations
    - l. New: Non-reoccurring State Use Projects Report  
Commission for the Deaf-Romney
    - m. Renewal Presort Mail  
Microfilm
- Donna Prunty moved and Linda Maniak seconded that the Committee accept the new and renewal contracts. **Motion carried.**

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